

## **Dear 2019-2020 RHA Executive Board Candidate,**

Thank you for your interest in becoming a part of the Residence Hall Association Executive Board! In this packet you will find descriptions of the two job positions according to the 2018-2019 RHA Statutes as well as requirements necessary to run for and hold office on the RHA Executive Board. At the very end of the packet you will find an application and instructions for additional application materials that must be emailed to [rha@wou.edu](mailto:rha@wou.edu) by **Midnight on Wednesday, May 8th**. Candidates will be notified the following week about interviews.

- To qualify for candidacy to hold a position on the RHA Executive Board, candidates must:
- Live in the residence hall system during the election and while holding office
- Be currently registered as a full-time student (12 credits for Undergraduate, 9 credits for Graduate)
- Attend an “RHA Executive Board Tabling Session”
  - Times of the two available “Tabling Sessions” are located in this application’s “Timeline of Election Process” section
- Have a term and cumulative G.P.A. of 2.5 or above

**\*All candidates must go through the room renewal process for living on campus next year.**

Thank you for your interest in this position!

If you have any questions please feel free to contact me!

Eva Batenhorst  
RHA Executive Board Vice President  
RHA Election Coordinator  
Western Oregon University 2018-2019

# Position Descriptions

**\*\*\*Responsibilities of positions may be adjusted through this year's Constitution Committee\*\*\***

## **Common Responsibilities**

- Maintain open communication with the Executive Board and University Housing Staff
- Build and maintain positive relationships with other organizations, including but not limited to University Housing Staff, Hall Governments, Peer Mentors, NRHH, and ASWOU
- Contribute to the planning and execution of programs including but not limited to social, educational, community service, and diversity programs
- Advocate for inclusive and sustainable attitudes and efforts within University Housing
- Actively participate in all RHA meetings, programs, activities, training, retreats and other functions
- Submit weekly officer reports to the Executive Board and General Assembly
- Attend University Housing Staff In-Services
- Submit one "Of The Month" nominations to NRHH by week six and 3 each term, excluding summer term
- Provide training to corresponding new Hall Government members
- Transition incoming RHA Executive Board members
- Take on additional tasks and responsibilities as needed
- Attend one Hall Government meeting a term with the exception of the First Year Liaison
- Attend one Hall Government program a term
- Assist with the bid writing process
- Encourage the growth and development of student leadership on campus
- Encourage cooperation of Hall Governments

## **Programming Coordinator**

- Maintain eight posted office hours per week
- Meet every other week in one-on-ones with RHA President
- Meet every other week in one-on-one with the RHA Advisor
- Attend Student Activities Board (SAB) meetings or meet with the SAB Director if unable to attend a meeting two times a term
- Coordinate "Hall of the Year" program
- Organize four programs per term with the assistance of Executive Board and General Assembly
- Organize one diversity, one community service, and one sustainability program per year
  - At least two must be educational programs per term
- Oversee All-Hall Events
- Complete and file program evaluations from RHA sponsored events
- Stay informed on all activities sponsored by Hall Governments
- Meet at least once a term with Hall Government Activities Directors

**Publicist**

- Maintain eight posted office hours per week
- Meet every other week in one-on-ones with RHA President
- Meet every other week in one-on-ones with RHA Advisor
- Provide publicity for all RHA sponsored events
- Maintain visual records of RHA sponsored events
- Meet at least once per term with the Hall Government Publicists
- Coordinate organizational communication: Thank You Notes, Invitations, etc.
- Assemble a scrapbook to be completed by the UH-Mazing Student Awards ceremony
- Initiate event advisements as needed
- Reserve rooms and equipment for RHA sponsored programs
- Coordinate marketing and publicity initiatives for the RHA Executive Board
- Administer social media accounts

**APPLICATION FOR 2019-2020  
RESIDENCE HALL ASSOCIATION EXECUTIVE BOARD**

Name: \_\_\_\_\_ V Number: \_\_\_\_\_

Position Running For (state one): \_\_\_\_\_

Campus Address / RSC Box: \_\_\_\_\_

Phone Number: \_\_\_\_\_

How many terms have you lived in Residence Halls (not limited to only WOU): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Circle Class Standing:      First Year                  Sophomore                  Junior                  Senior  
   Graduate Student

Current Credit Load: \_\_\_\_\_

***Please type your responses to the below questions. Make sure your answers do not exceed more than 2 pages. Include an additional front page for a cover letter.***

*(Be sure **not** to incorporate question content on the cover page.)*

1. Why are you running for the position you are, and why are you interested in being on the RHA Executive Board next year?
2. Explain your position in your own words, and what goals you want to accomplish in this role.
3. An essential part of this position is working on a team. What role do you play on a team?
4. RHA Executive Board is a large time commitment. How will you manage your time between being a student leader, a scholar, and having a healthy social life?
5. Explain a time where you were in conflict with another person or group and the steps you took to resolve the conflict.

\*\*\*I understand that the information I provide in this document may be used for character verification/reference checking. I also understand that in order to be considered for an RHA Executive Board position I must be in good academic and student conduct standing with the

university and as stated in the RHA Constitution and Statutes. By signing this, I permit the RHA Advisor to affirm my standing before being selected. Furthermore, by signing this, I verify that the information I provided is true to the best of my knowledge.

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Applicant Signature

Date

**Western Oregon University, a member of the Oregon State System of Higher Education, prohibits discrimination based on race, marital status, religion, sex, disability, sexual orientation, or national origin. This policy implemented various federal and state laws, executive orders, Title IV and its regulations, and it applies to employment, admissions, education, and facilities.**